

CHATHAM POLICE DEPARTMENT

Chatham Police Commission Employment Inquiry Card 117 East Mulberry, Chatham, IL 62629

The employment inquiry card must be returned to the Chatham Police Department (address listed above). Cards returned later than 5:00 p.m. central standard time on the RETURN DATE shown below WILL NOT BE ACCEPTED.

				M	F
Last	First	Middle/Maiden	Date of Birth (MM-DD-YYYY)	Gender	

Ethnic Origin (Optional)	Citizen # if Naturalized
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Street Address	City	State	Zip Code	County
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Home/Cell Phone	Work Phone	Email Address (Mandatory for Correspondence)
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THE FOLLOWING QUESTIONS MUST BE ANSWERED	YES	NO
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- A. Are you a citizen of the United States?
- B. Do you have a high school diploma or G.E.D certificate?
- C. Have you ever applied for the position of Police Officer with the Village of Chatham before?
If yes, what year? _____
- D. Do you have a valid driver's license?
- E. Have you ever been discharged from the U.S. Armed Forces with other than an honorable discharge?
- F. Have you ever been convicted of Domestic Violence or a substantially similar offense in Illinois or any other jurisdiction?
- G. In the past 5 years, have you been a patient in any medical facility or part of any medical facility used Primarily for the care or treatment of patients suffering from mental illness?
- H. Have you ever been convicted of a felony?
- I. Are you currently certified as a police officer in the State of Illinois?
If yes, what agency and hire date? _____

The photo must be recent, preferably within the last six (6) months. The photo must be of the head and shoulder area which clearly displays the applicant's face.

APPLICANT PLEASE ATTACH PHOTO HERE

RETURN DATE/TIME:

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_____ Applicant Signature	_____ Date
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FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN DISQUALIFICATION FROM THE TESTING/EMPLOYMENT PROCESS.

Place "N/A" IN THOSE AREAS THAT DO NOT APPLY.

Mail or deliver completed form to:
Chatham Police Commission C/O Chatham Police Department
117 East Mulberry Street
Chatham, IL 62629

Packet must contain the following:

Completed Employment Inquiry Card,	Copy of Military Service Records (if applicable),
Copy of Social Security Card,	Copy of Military Discharge Papers (if applicable),
Copy of Birth Certificate,	Copy of College or University Degree (if applicable),
Copy of Driver's License,	Copy of Illinois Training and Standards Board certification (if applicable)
Copy of High School Diploma or GED Certificate,	

Please Check Schedule Availability

- I am available and desire to work FULL-TIME (40 hours a week) and do not have restrictions on my hours and days.
- I am available and desire to work PART-TIME (32 hours a week or less) and have the following restrictions on my hours and days.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
To:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Note: Work schedules are based on the needs of the business and may be subject to change on a weekly basis.

Attendance and Punctuality Information

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with this company? Yes No If Yes, please explain: _____

Personal References

(List two individuals; not relatives or employers)

1	Name:	Occupation BusinessPhone:	2	Name:	Occupation BusinessPhone:
	Address:	Title/Relationship:		Address:	Title/Relationship:
	City, State, Zip:	How long known?		City, State, Zip:	How long known?
	Phone Number:	Alternate Phone Number:		Phone Number:	Alternate Phone Number:

Additional Experience or Qualifications:

List any other experience, skills or other qualifications including additional languages fluently spoken, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

Education Information

	Name and Location of School	Course of Study	Number of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade				

Employment History

Begin with your most recent employer and continue with all past employment. (Attach additional sheet if necessary.)

1	Employer Name:	From Month Year	Job Title:	Reason for Leaving:
	Address:	To Month Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
2	Employer Name:	From Month Year	Job Title:	Reason for Leaving:
	Address:	To Month Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
3	Employer Name:	From Month Year	Job Title:	Reason for Leaving:
	Address:	To Month Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
4	Employer Name:	From Month Year	Job Title:	Reason for Leaving:
	Address:	To Month Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
5	Employer Name:	From Month Year	Job Title:	Reason for Leaving:
	Address:	To Month Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			

Important, Please Read Carefully Before You Sign

I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the Village or its subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Village. I understand this decision is to rest with the Village.

If employed, I agree to hold in strictest confidence any information concerning the Village, its Insured's, and its Agents which may come to my knowledge.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

Applicant is not obligated to disclose sealed or expunged records of conviction or arrest pursuant to Section 12 of the Illinois Criminal Identification Act, 20ILCS 2630/12.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by The Village of Chatham that such employment with The Village of Chatham is at will, for no specified duration and may be terminated by The Village of Chatham or myself at any time with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of The Village of Chatham or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of The Village of Chatham, except the President, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of The Village of Chatham.

In consideration for employment with The Village of Chatham, if employed, I agree to conform to the rules, regulations, policies, and procedures of The Village of Chatham at all times and understand that such obedience is a condition of employment. I understand that due to the nature of The Village of Chatham's business, attendance and punctuality are considered essential requirements of every job at The Village of Chatham and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with The Village of Chatham, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to The Village of Chatham and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Applicant's Signature

____/____/____
Date